



FIJI SCHOOL OF MEDICINE

STAFF CLEARANCE FORM

1. Name in full: _____

2. School/Team: _____

3. Resignation effective date: _____

4. Departure date: _____

5. **School/Team Clearance**

Have you returned all School property? [uniform, office keys, stationary, etc.] Yes/No

Comments: _____

Signature of HOS/Manager: _____

6. **Library Department Clearance**

Have you returned all Library Books? Yes/No

Comments: _____

Signature of Librarian [Hoodless] _____ [Tamavua] _____

7. **Accommodation Clearance [expatriates only]**

Have you returned the PSC Qtrs. key to the Personnel Manager, settled all outstanding rental and utility charges?

{Please attach the latest receipt for the bill payment}. Yes/No

Comments: _____

8. **Finance Department Clearance**

Do you owe any money to the School [Loan, personal phone bills or Fees, etc]

Yes/No

Comments: _____

Signature of Finance Manager: _____

9. **Mail forwarding address if any:** _____

Signature of Staff: _____

Date: _____